

Approved: October 16, 2018

Board of Selectmen Meeting: September 24, 2018

Present: Gibbs, Freiman, Sullivan Woods; Ulfelder, Morgan

Also Present: Jop

Warrants approved: 2019-011 \$9,959,277.72

Minutes approved: September 11, 2018

September 12, 2018

Meeting Documents:

1. Agenda
2. BOS calendar
3. Motions
4. Executive Director's Weekly Report
5. National Planning Month Proclamation
6. Final Housing Production Plan
7. Red Line Housing Production Plan
8. Middle School Study Results and Recommendation
9. Draft Special Town Meeting Motion
10. FY20 Operating Budget Guideline
11. Capital Planning Memo
12. November Election Warrant
13. Clerk's Office Early Voting FAQ's
14. Draft BOS minutes: 9/11/18
15. Draft BOS minutes: 9/12/18
16. Memo from FMD – Middle School Paving
17. Correspondence from MSBA
18. Parking Meter Collections – August 2018

1. Call to Order and Citizen Speak

Mr. Morgan, Chairman, called the meeting to order at 7:00 pm.

Mr. Morgan announced the meeting was being telecast live on Comcast channel 8 and Verizon channel 40 and streamed live by Wellesley Media and is recorded for subsequent viewing on the cable channels or at wellesleymedia.org.

Mr. Morgan read a statement on behalf of the Board. In response to questions raised by residents about a proposed opioid treatment center called The Coleman Institute to be located in Wellesley at 30 Washington Street, the Board of Selectmen reached out to representatives of the center for detailed information. The Board understands this center is an outpatient physician's office with a small staff that will serve a limited number of patients. They provide an outpatient withdrawal management process for opioids, as well as other highly addictive substances. The Coleman Institute is not a residential treatment facility and will not serve as a walk-in clinic; rather, it is an alternative to more traditional methods of treatment that returns patients to their homes and families more quickly. The Coleman Institute is in compliance with all by-right zoning regulations for that area, and the medical office requires no further permitting from the Town. To provide specific, accurate information about opioid addiction and treatments and to address concerns about the location of this proposed clinic, the Board of Selectmen

has invited representatives from The Coleman Institute to speak at its regular meeting on Monday, October 22. We encourage all interested residents to attend.

2. **Citizen Speak:** None.

3. **Execute Planning Month Proclamation**

Ms. Freiman read the proclamation recognizing October as National Community Planning Month.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (4-0) to execute a proclamation in recognition of October being National Planning Month.

4. **Joint Meeting with Planning Board and Housing Development Corporation – Adopt Housing Production Plan**

Ms. Sullivan Woods joined the meeting 7:07pm

Wellesley Housing Development Corporation members, Bob Kenney, Chair, Dona Kemp, and Tim Barrett joined the Board. Planning Board members Catherine Johnson, Chair, Jim Roberti, Vice Chair, Kathleen Woodward, Patricia Mallett, and Sheila Olson joined the Board. Judi Barrett, consultant to the Boards for the Housing Production Plan joined the Board.

Ms. Jop noted the Housing Production Plan is available on the website. Ms. Gibbs stated the Planning Board and Selectmen had individually reviewed the draft plan at their most recent meetings. The final report produced included the comments from the three Boards. Ms. Barrett gave an overview of the Housing Production Plan, the process, and the final report. She provided background information on Chapter 40B housing and the purpose of having a Housing Production Plan. She noted some of the language comes directly from the Unified Plan in order to maintain consistency. She reviewed how the plan conforms to the state regulatory requirements. She continued to present information regarding the plan and how it can work within the town.

Mr. Kenney thanked Ms. Barrett for her work described and spoke to how the Plan can benefit the Town and address its housing needs. He added the plan will allow the Town to be pro-active and would like to see a housing administrator hired to coordinate applications, conduct community outreach, and assist in managing affordable housing in Wellesley. Mr. Morgan thanked those who worked on the plan and those from the community who had participated in the community forums or submitted comments.

Mr. Buhler of Stearns Road came before the Board. He stated his appreciation for the Boards work on developing the plan. He noted that the report was focused on Wellesley and was not boilerplate language.

Upon a motion by Ms. Gibbs and seconded by Ms. Johnson, the Boards voted (10-0) to convene a joint meeting with the Planning Board and Wellesley Housing Development Corporation.

Upon a motion by Ms. Gibbs and seconded by Mr. Roberti, the Boards voted (10-0) to elect Jack Morgan as chair of the joint meeting.

Upon a motion by Ms. Gibbs and seconded by Ms. Woodward, the Boards voted (10-0) to elect Catherine Johnson as Secretary of the joint meeting.

Upon a motion by Ms. Gibbs and seconded by Ms. Johnson, the Board of Selectmen and Planning Board, following a duly posted public hearing, voted (10-0) to approve the Wellesley Housing

Production Plan dated September 24, 2018, and authorize the chair of the Board of Selectmen to submit the plan to DHCD for approval.

Upon a motion by Ms. Gibbs and seconded by Ms. Johnson, the Boards voted (10-0) to dissolve the joint meeting.

5. Joint Meeting with School Committee – Presentation of Middle School Study Results

School Committee members Melissa Martin, Vice Chair, Michael D’Ortenzio, Jr., Linda Chow, and Sharon Gray joined the Board. David Lussier, Wellesley Schools Superintendent, Joe McDonough of Facilities Management Department, and Lisa Sawin, Project Manager for Harriman Architects joined the Board.

Mr. McDonough provided a brief update on the significant amount of work that has been done at the Middle School since the 2006-2008 renovation. He noted there are three major projects to be completed by the 2025 academic year. He added the \$125,000 study funds were appropriated as a separate warrant article. The major projects are the steam pipes currently in design phase, the paving project for the parking lots in design phase, and the biggest project which includes the buildings systems including HVAC replacement, kitchen renovation, interior doors and cabinetry and exterior façade repair. He stated the work will begin in FY19 and he reviewed the scope of the work to be undertaken, the background of the projects and the report prepared by Harriman.

Ms. Sawin reviewed the report and the scope of work. She provided background on the casework for the typical classrooms showing a recommendation to replace the cabinetry. She described the art rooms and improvements assigned to each. The kitchen equipment was designed with Crabtree McGrath kitchen consultants. Working with the Health Department kitchen equipment upgrades evolved to a full kitchen renovation. Code analysis review included an electrical review and that of the fire alarm panels. Ms. Sawin stated that the materials recommended are renewable and durable.

Mr. McDonough and Ms. Sawin reviewed the costs estimates and discussed the project schedule options. The final estimated cost for the projects totaled \$14,311,960. Mr. McDonough stated the renovation of the kitchen and replacing cloth covered wiring added significantly to the cost estimate. The report included four different options for schedules for the work. Harriman recommended the accelerated design and construction option. The proposed next steps are to meet with PBC and obtain support from other Boards. Approval will be needed by Selectmen, School Committee, and Advisory and also at 2019 Annual Town Meeting.

Mr. Morgan stated the Board will require input from the Permanent Building Committee and a Board liaison to PBC will be selected for this project. He added this project will be considered within the capital planning process and cannot be done without a debt exclusion. Mr. Ulfelder stated the approach to the middle school had been to save costs and noted the kitchen as an example. He added his belief that the high cost of the project is related to deferred maintenance of the school.

Ms. Martin stated that the buildings need to be maintained and there will be many conversations to come regarding the final costs and scope of the project. Mr. McDonough added the three projects discussed equate to approximately \$20 million and will keep the school in working order through 2025. He noted the air conditioning is a project nor previously contemplated. The Board discussed the air conditioning system and potential project. The Boards discussed the project and its expected costs as well as the potential for additional projects that could be raised including adding air conditioning to the schools that do not have it now. The report will be posted on the FMD website.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (5-0) to convene a joint meeting with the School Committee

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (9-0) to elect Jack Morgan as chair of the joint meeting

Upon a motion by Ms. Gibbs and seconded by Ms. Gray, the Boards voted (9-0) to elect Melissa Martin as Secretary of the joint meeting

Upon a motion by Ms. Gibbs and seconded by Mr. Morgan, the Boards voted (9-0) to dissolve the joint meeting

6. Vote Special Town Meeting Motion for Hardy/Upham MSBA project

Mr. Morgan stated the motion had been sent to Town Meeting Members.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve Article 2, Motion 1 for the Special Town Meeting.

7. Execute November Election Warrant

Mr. Morgan reviewed the November General Election Warrant.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to execute the warrant for the November 6, 2018 State election.

8. Set Operating Budget Guidelines for FY20

Sheryl Strother, Town Chief Financial Officer joined the Board.

Mr. Morgan stated part of the operating budget process is to set operating budget guidelines for departments. The guidelines are used to review what is needed for improvements and initiatives. Departments that have reason to exceed guidelines can meet with the Selectmen and Advisory to discuss why they cannot adhere to the guidelines.

The Board discussed the guidelines.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to adopt an operating budget guideline for FY20 as follows:

- **School budget 3.0%**
- **All other Town Departments 2.5%**

9. Discuss Capital Planning – Prepare for October 10th Meeting

Mr. Morgan noted that the Capital Planning Criteria memo had been updated with additional comments and he planned to have it distributed before the meeting. An email invitation will be sent to Board Chairs and department heads to attend the meeting on October 10th. Ms. Strother reviewed the revised memo and the background of how each of the criteria were devised. Definitions were included to assist when discussing priorities.

Mr. Morgan suggested breakout sessions during the meeting. The Board discussed the meeting set up and the best way to communicate information before and during the meeting.

10. Executive Director's Report

The minutes will be posted with edits received.

Upon a motion by Ms. Freiman and seconded by Ms. Gibbs, the Board voted (5-0) to approve the minutes of the September 11th and September 12th meetings.

11. New Business and Correspondence

Mr. Morgan announced the next Selectmen's Meeting will be held Tuesday, October, 2nd at 5:00pm.

The meeting was adjourned at 9:37pm.